ELECTRONIC TURN-IN DOCUMENT

(ETID)
USER MANUAL

DEFENSE REUTILIZATION AND MARKETING SERVICE

(Draft)
November 2002
Fourth Edition

PREPARED BY THE LOGISTICS BUSINESS UNIT

Foreword

ETID (Electronic Turn-In Document) is a Web-based DD Form 1348-1a. The intent of using a web-based document is to simplify the turn-in process and move DRMS toward its goal of receiving turn-in information electronically. ETID eliminates the need to prepare hand-scribed/typewritten documents and provides greater visibility of DoD excess property being turned in for disposal. It is designed to assist any generator that manually creates DD Form 1348-1A turn-in documentation. This could include large system based generators who turn-in IMPAC purchase property separately as well as the small generator who infrequently turns-in property.

ETID pre-populates a large portion of the required information automatically when there is a NSN item. This saves generators time looking up codes and information on the item when preparing the documentation for turn-in. It also helps reduce property rejections. ETID enables the DRMO to review the information about the property before it is received. If needed, the DRMO can contact the generator to resolve any discrepancies prior to actual turn-in.

This user's instruction manual provides guidance in using ETID. It provides instructions for: obtaining access to ETID, creating an ETID, reviewing and editing an ETID, modifying generator user profile information, and printing of DD Form 1348-1As, certifications, barcode labels, or shipping manifests.

ETID will be developed and deployed in phases. Additional ETID program enhancements will be added as they become available. DRMS will keep DRMOs and generators apprised of changes for ETID through the ETID web site as they occur.

For access to ETID, a system login and password is required. To obtain a login or password, DRMS personnel will work with their TASOs and obtain access through the DRMS AURA system. Instructions for non-DRMS employees to obtain a login and password are provided in this instruction. DoD civilian employees, military personnel, local national employees, and contractors are all eligible for access to ETID.

For training purposes, a demo web site is available where data can be entered without affecting the actual ETID program. Please use the following web address: www.drms.dla.mil/demo/etid.html and contact your DRMO Service manager for demo login and password. For actual electronic turn-in of property, the address for ETID is: https://www.drms.dla.mil/etid.html.

ETID users should contact the Help Desk at helpdesk@drms.dla.mil, or (DSN) 932-4999 for any system related problems experienced when using ETID.

Users should contact your local DRMO ETID POC or DRMS Service Manager for any questions or assistance needed in using ETID. If further assistance is needed, please feel free to contact:

ETID Contacts

DRMS National ETID Points of Contact:

- Mr. Al Meyer, DRMS-NPI (DSN) 932-5077/(Comm) 269-961-5077
- Mr. Bill Fox, DRMS-NOS (DSN) 932-4060/(Comm) 269-961-4060.

DRMS International ETID Point of Contact:
- Mr. Larry Williams DRMSI (DSN) 932-5090/(Comm) 269-961-5090

      For additional turn-in guidance and information about ETID, visit the DRMS web site (www.drms.dla.mil). Click on "I am a Generator/Installation of Government Excess Personal Property for Turn-In to the DRMO". Also, see DoD 4160.21-M, Defense Materiel and Disposition Manual, for Abbreviations, Acronyms and Definitions.

ETID Business Rules (General)

a. DRMS/DRMO employees will obtain their ETID access through their TASOs and submit via AURA system for access to ETID.

b. Generator military, civilian, contractor, or local national employee's access to ETID is contingent upon completing the appropriate access request documentation or process and satisfying system security requirements.

c. For National Stock Number items, the ETID will populate NSN data field from the NSN-C database.

d. ETID will allow the generator to print an optional Disposal Turn-In Document with bar codes or labels with bar codes.

e. For qualifying property, ETID will send an intransit transaction to the DRMO as well as back to the generator.

f. Reimbursable property must have appropriate fund citation on the printed ETID document.

g. ETID can be used for usable property only at this time.

h. The generator can ship the property to the DRMO or hold for receipt-in-place.

i. The DRMO will accept as documentation the generator Electronic Turn-In document or label.

j. LSN must have valid NATO Codification Code.

k. Critical FSCs identified in ETID as a LSN must contain the critical FSC/LSN information.

l. For items in critical FSGs/FSCs assigned usable property when eligible to be downgraded to scrap require mutilation and will be assigned SCL MUT before being downgraded.

m. Non-critical FSC/LSN items identified as a LSNs should also provide the additional LSN information as needed, whenever possible. This is optional.

n. Generator batchlots are acceptable. "BA" will be used in lieu of the NATO Codification Code.

o. Small Arms weapons (Accountability) are acceptable. "LL" will be used in lieu of the NATO Codification Code.

p. The 1348-1A document generated by ETID will include total weight and cube.

q. Approved property will be rejected according to DoD 4160.21-M regulations.

r. Suffix documents will not be accepted.

s. If property will be received in place under ETID, the DRMO and generator will have a Memorandum of Agreement (MOA) as required in DRMS-I 4160.14, Vol. I, Supplement 3. The MOA should address on-site screening procedures if applicable, and trouble shooting for customer

t. Accountability. For in-place receipts, DRMS will accept generator count. Losses and Gains will be processed according to DoD 4160.21-M, Chapter II, paragraph I. (For property held at generator site.)

u. DRMOs will identify ETID POC to the generator.

v. DRMOs will help identify potential ETID customers to Service Managers

w. Service Managers will take the lead in introducing ETID to DRMS customers. They will be responsible for follow-on visits and reports of status/problems.

x. DRMS-BL will be responsible for all coordination with DLA/Military Services. May need some Program level coordination.

y. Changes to policy due to ETID must be coordinated appropriately.

DRMO (Business Rules)

a. The DRMO will review the ETID status screen daily to determine potential problems with property destined for turn-in for workload management, e.g., Unauthorized Property.

b. DRMOs will use the status flags in ETID, email capability or phone discussions to communicate with the generator.

c. The DRMO will upon receipt (either in place or received at the DRMO) scan the ETID and input the data into the Property Accounting Program or DAISY.

d. Must review ETIDs in pending and pending/redirect status

e. ETIDs can either be accepted, rejected or redirected during review.

f. Only DRMOs can approve ETID.

g. Once an ETID has been accepted by DRMO, it can no longer be deleted or edited by the generator. The acceptance of the ETID places it into the intransit file, which creates the DRMO PMR file.

h. Prior to acceptance, the DRMO will have the capability to reject an ETID back to the generator and the ability to enter a reject reason.

i. The DRMO will have the capability to redirect an ETID to another DRMO.

j. At this time, the policies and procedures associated with redirecting property to another DRMO are still being developed. Therefore, in the interim, use of the redirect capability in ETID will be used only after coordinated with the generator and receiving DRMO and the generator is willing to ship/turn-in property to the redirected DRMO location.

k. The PMR data will be re-directed to the final DRMO.

l. An electronic trail will be kept of each DRMO DoDAAC that the ETID has been re-directed to.

m. The 'Ship To' address will be changed each time the DoDAAC is changed so the shipping manifest will have the correct address.

n. If DRMO rejects ETID that was redirected to them from another DRMO then before further action can be taken the DRMO who rejects needs to call and discuss with the other DRMO and generator why this ETID has been rejected.

o. The DRMO will provide reject notification electronically to the generator.

p. A confirmation page will be displayed for each action whether DRMO accepts, rejects or redirects.

q. DRMO can set the approved ETIDs to 'Processed Into DAISY' status (after receipt) for those DRMOs who would like to keep track of those ETIDs that they have processed.

Generator (Business Rules)

a. (Generator Only) has capability to edit previously saved ETID that is in rejected status.

b. Generator prepares an accurate Electronic Turn-In Document for Usable Property.

c. Generator must use an authorized valid DoDAAC.

d. Generator will establish turn-in DoDAAC- turn-in DRMO relationship through their ETID user profile.

e. The generator user can view ETIDs in all status codes - pending, approved, reject, redirect and shipped status.

f. The generator will be able to edit ETIDs in pending or reject status and can edit only the fields that they are currently able to input.

g. The generator will have the capability to delete previously saved ETID that is in pending or rejected status.

h. The generator ETID will remain 'pending' until final destination 'Accepts' the ETID.

i. Generator can set approved ETIDs to 'Shipped' status for those generators who would like to keep track of those ETIDs that they have already shipped to the DRMO.

STANDARD OPERATING PROCEDURES (SOP)
ELECTRONIC TURN-IN DOCUMENT (ETID)

GENERAL

   DRMS has developed a Web-based Electronic Disposal Turn-in Document (DD Form 1348-1a), hereafter referred to as ETID. The intent of the web-based document is to simplify the turn-in process and move DRMS towards its goal of moving information, not property. ETID eliminates the hand-scribed/typewritten documents and provides greater visibility of DoD excess property being turned in for disposal (improves intransit accountability). ETID will assist generators in preparing and printing (DD Form 1348-1A) documentation and label(s) electronically.

   ETID also pre-populates a large portion of the required information automatically when there is a NSN item being turned-in. This will save generators time looking up codes and information on the item when processing it for turn-in. It will also help reduce property rejections.

   Using ETID will also save a DRMO time receiving property. Turn-in information is electronically submitted and when approved by a DRMO, entered into the PMR file. When the property is actually received, the receipt information can then be scanned into DAISY. ETID enables the DRMO to review the information about the property before it is actually received. If needed, the DRMO can contact the generator to resolve any discrepancies prior to actual turn-in or the DRMO can reject an ETID back to the generator to be revised or deleted. It will also help identify property that may be able to be redirected to another DRMO, thus reducing the amount of handling required.

   This SOP provides guidance to DRMOs for receiving and processing property received using ETID. **DRMOs may also need to refer to the ETID User Manual for additional instruction on using the ETID program for property turn-ins.** The User Manual can be found at the ETID Welcome Page.

   ETID will be developed and deployed in phases. Additional ETID program enhancements will be added as they become available. DRMS will keep DRMOs and generators apprised of changes to ETID through the ETID web site as they occur.

   For training purposes, a demo web site is available where data can be entered without affecting the actual ETID program. Use the following web address: www.drms.dla.mil/demo/etid.html for the demo site. Contact your DRMO Service manager or DRMS National/International ETID POCs for demo login and password.

   For actual electronic turn-in of property, please use the address: www.drms.dla.mil/etid.html.

   DRMOs/generators should contact their Service Manager for questions or assistance in using ETID. If further assistance is needed, please contact the following national and international representatives

DRMS National ETID Points of Contact:

- Mr. Al Meyer, DRMS-NPI (DSN) 932-5077/(Comm) 269-961-5077
- Mr. Bill Fox, DRMS-NOS (DSN) 932-4060/(Comm) 269-961-4060.

DRMS International ETID Point of Contact:
- Mr. Larry Williams DRMSI (DSN) 932-5090/(Comm) 269-961-5090

ETID Login ID and Password Requirement

For access to ETID, a system login ID and password are required. All new users must apply for access before they can use the ETID system. Access to ETID can be obtained by following the directions in this User Manual.

    a. Zone Managers and DRMO Chiefs will identify DRMO employees requiring ETID access. DRMS personnel (both U.S. Citizen and local nationals) will use the AURA system to request access to ETID. Coordinate with your TASO to request an AURA for ETID.

- TASOs will submit access requests through the AURA System.

- User ID and passwords will be provided to the user through their TASO.

    b. Detailed instructions for generators to obtain a login ID and password are provided in the ETID user's instruction.

- Generator access to ETID is contingent upon preparing the appropriate access request documentation and satisfying system security requirements.

- U.S. citizens, Local Nationals, and Contractors are all eligible for access to ETID. Access is obtained by completing the appropriate ETID access registration process, generating the ETID access request form(s), obtaining the necessary signatures, and faxing the completed form(s) to ETID ACCESS (COMM) 269-961-4074 or (DSN) 932-4074).

    c. Service Managers and DRMOs will assist their customers in applying for ETID access as necessary.

Guidance for Using ETID

    a.   The DRMO will identify an ETID point of contact(s) to their generator.

    b.   Generators will use ETID to prepare an accurate Electronic Turn-In Document for Usable Property. Generators must use an authorized valid DoDAAC(s) that have been identified during the access request process.

    c.   The DRMO will review ETID daily to determine incoming workload and to identify potential problems with property destined for turn-in. DRMOs will utilize the status flags in ETID to communicate approval/rejected/redirected decisions about the ETID. DRMOs will contact generators to discuss ETIDs as necessary.

- DRMOs will notify the generator whether their property is accepted and schedule turn-in (if being physically received).

- The DRMO will upon receipt, either in place or received at the DRMO scan the ETID and input the data into the Defense Reutilization and Marketing Service Automated Information System (DAISY) for property accountability. For acceptable (XR1/XR3) receipt documents the DRMO may process by scanning the barcode on the label or DTID.

- Property will be rejected according to DoD 4160.21-M. For unacceptable documents, the DRMO will use DRMS 917, Disposal Turn-In Document Reject Form and process the CLR transaction to clear the intransit and PMR files.

- The Generator is required to provide at least one hard copy of the DD 1348-1A upon physical receipt or DRMO can print hardcopy upon turn-in.

- The DRMO will accept as documentation the generator Electronic Turn-in document and associated certifications as applicable.

- The DRMO may print or make copies of additional DTIDs (i.e., to provide receipt copies), and labels as necessary.

    d. Reimbursable property must have appropriate fund citation on the printed ETID until the capability is added for electronic capability.

    e. ETID will be used for usable property only. Scrap or hazardous property will be added in later revisions to ETID.

    f. If the property is being received in place, the generator will fix a copy of the electronically generated Turn-In Document and/or barcoded label on the property. If the generator has the capability to print barcode labels, the generator will place a barcode label on each item of the turn-in. If the generator does not have the capability to print barcode labels, one copy of the ETID will be fixed to the property.

g. LSN items must have valid NATO Codification Code.

h. The ETID for items in critical FSCs turned-in under a LSN must contain the critical FSC LSN information.

i. Users turning in non-critical FSC items under LSNs should also provide the additional LSN information being asked for, whenever possible. This requirement is optional.

j. Generator batchlots are acceptable. "BA" will be used in lieu of the NATO Codification Code.

k. Small Arms weapons (Accountability) are acceptable. "LL" will be used in lieu of the NATO Codification Code.

l. Weight and cube are optional now. Will become a requirement later.

m. Suffix documents are not accepted in ETID.

n. If property will be received in place under ETID, the DRMO and generator will have a Memorandum of Agreement (MOA) as required in DRMS-I 4160.14, Vol. I, Supplement 3. The MOA should address on-site screening procedures if applicable, and trouble shooting for customer

o. Accountability. For in-place receipts, DRMS will accept generator count. Losses and Gains will be processed according to DoD 4160.21-M, Chapter II, paragraph I. (For property held at generator site.)

p. Service Managers will take the lead in introducing and training ETID to DRMS customers. They will work with generators as necessary to help them obtain access and become familiar with the ETID program. Service Managers will be responsible for follow-on visits and reports of status/problems as required. DRMOs will participate as necessary.

q. The Logistics Business Unit (LBU) will be responsible for all coordination with Defense Logistics Agency (DLA) and military services levels. This may include program intervention and policy coordination due to ETID.

Logging on to ETID

➢ Go to *ETID Welcome Page* at www.drms.dla.mil/etid.html

- Select "**ETID Login**".

➢ At *ETID Login* Page enter User ID and Password.

- "**Login**" selecting this button will take the user to the ETID status screen.

- "**Change Password**" will allow user to change their password.

- "**New ETID**" will take the user to screen for creating a new ETID.

What To Do If Experiencing Problems

➢ Go to *ETID Welcome Page* (www.drms.dla.mil/etid.html)

- "Click on

  o **Click here to find out what to do if you are experiencing problems with ETID or New User", or**

  o **Help/Experiencing Problems**

Minimum System Requirements for ETID

➢ The minimum system requirements for ETID can be found at the ***ETID Welcome Page*** (www.drms.dla.mil/etid.htm).

➢ Use the bar on the right side of the screen until the system requirements appear.

Where To Find ETID User's Manual

➢ A user manual is available for view/download:

- Click on "**User's Manual**" at *ETID Welcome Page*, [(www.drms.dla.mil/etid.html](www.drms.dla.mil/etid.html)) or

- Click on Download the "**User Manual**"

Notification of Updated Changes

➤ Located at the ***ETID Welcome Page*** is a link that will describe any upgrades made to ETID.

- Go To ***ETID Welcome Page*** (www.drms.dla.mil/etid.html)

- Click on "**Last Version Changes**", or

- Click on "**List of Changes**"

New User Access (Generator) –

➢ This section describes the process to obtain access to ETID

- User must obtain ID and password prior to accessing or using ETID. This is accomplished by completing the access request process on-line, printing the ETID access request form, and faxing it to DRMS HQ in Battle Creek MI.

- To begin, select "*New User*" button on *ETID Welcome Screen*.

ETID Welcome Page

➢ **Screen 1 -** *ETID-New Generator User Request for Access*.

- Follow instructions provided at the top of the screen for completing user information.

- The user must complete all mandatory fields denoted by * for access.

- For the field "**Type of Employee**", select one of the types of categories from drop down that best fits.

  - o US Citizen/Non- contractor
  - o Local National/Non-contractor
  - o Contractor/Either US Citizen of Local National

➢ For the field "**Level of Clearance you have**" select level of Automated Data Processing (ADP) clearance (if known) from drop down menu. All DoD employees/contractor normally have at least ADP III (lowest level). NOTE: presently, our system security area requires this information.

  - o ADP III – Access to non-sensitive system only
  - o ADP II – Access to sensitive but non-critical systems
  - o ADP I – Access to critical and sensitive systems

➢ For the field "**Time Zone where you Work**", chose the time zone where you will be creating ETIDs. This information is needed so ETID can automatically determine the correct Julian date for the turn-in document number.

- If you wish to clear all fields and re-start, select; "**Clear Fields**"

- Any edits must be made prior to selecting the "**Next**" key. After you have verified that the information you have entered is correct, select the "**Next**" button at the bottom of the screen. Once "**Next**" is selected, and if no problems are identified by ETID, the user's personal information is entered into the ETID database and cannot be edited until the user receives their login and password.

- If a user re-tries to register for access to ETID again, an error message will be received that the person trying to register already exists. If this happens, the user should contact their DRMS Service Manager, the DRMS National/International ETID POC, or the DRMS help desk at 269-961-4999.

ETID - New User Request for Access - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Address https://drmsd2.drms.dla.mil/etid/NewUser/?

ETID - New Generator User Request for Access
(This site is for generator users, if you are a DRMO user request access through AURA.)

NOTICE - to successfully complete the request for access to ETID follow these steps:
1. Fill-in the information requested below and verify that it is correct (* denotes the field is mandatory).
2. The field labeled "Your Service/Organization User Id" is mandatory. For users who do not currently have a User Id please create one for your self (if you prefer create one by using some combination of your first and last name). User Id must consist of seven alpha/numeric characters.
3. When you have completed step 1. select the 'Next' button at the bottom of the page.
4. If errors are found in the information you have provided please read the error messages and make the appropriate corrections. Follow steps above starting at 1.
5. If no errors are found the "New User DoDAAC" page will be displayed.
6. Page prints of this form will not be accepted as a request for access to ETID. Only the forms created for you on the "Print New User Request Forms" page will be accepted.

USER INFORMATION
*Your First Name: Middle Initial:

*Your Last Name:

*Type of Employee: Choose an option from the drop-down menu

*Last 6 of Your Soc Sec Number OR Last 3 of

Done   Internet

Start   Inbox - Microsof...   ETID   Manual outline 1...   Screen prints - n...   ETID – New Us...   7:25 AM

Screen 2. *Establishing Turn-in DODAAC - DRMO Relationship.*

- Follow steps provided at the top of the screen to establish which DoDAACs you will use to turn property in under and which DRMOs you will be turning this property in to.

- You may identify multiple DoDAACs and more than one DRMO that you will be turning property in to. You must enter each specific DODAAC-DRMO relationship separately. For example, if you plan to turn-in property under one DoDAAC to two different DRMOs, you enter each relationship specifically.

- Add generator DoDAAC then, add DRMO DoDAAC click on "**Add**".

- To determine the DRMO's DoDAAC, click on "**DRMO DoDAAC (click here to view list of DRMOs)**" A DRMO DoDAAC lookup table will appear. Make note of the DRMO DoDAAC, then exit out of the look-up table and enter the DRMO DoDAAC in the box.

- Verify your DoDAAC and affiliated DRMO DoDAAC in the box provided. Repeat for each Generator DoDAAC and DRMO relationship you wish to establish. Remember, to add multiple DoDAACs and multiple DRMO locations, you must enter each relationship separately.

- To delete a DoDAAC-DRMO relationship, select the turn-in relationship you wish to delete in the Generator DODAAC and Affiliated DRMO DoDAAC box, and select "**Delete**"

- When finished, select "**Next**". This will take the user to the "*ETID-Print New User Request Form* Screen

Establishing Turn-in DODAAC - DRMO Relationship

ETID - New User DoDAAC Page - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Address https://drmsd2.drms.dla.mil/etid/NewUser

NOTICE - to successfully establish Generator to DRMO relationships follow these steps:
1. Enter a generator and DRMO DoDAAC in the textfields below and select the 'Add' button.
2. The generator/DRMO pair will be added to the select box.
3. At least one generator/DRMO pair must be added to the select box before selecting the 'Next' button.
4. To remove an incorrect generator/DRMO pair in the select box, highlight the pair and select the 'Delete' button. **If the pair is the only one in the select box you will need to add the correct generator/DRMO DoDAAC pair before deleting the incorrect pair.**

Enter Generator DoDAAC that you will turn-in property under to add to your profile:

Enter Corresponding DRMO DoDAAC (click here to view list of DRMOs) that you will turn property into for the above Generator DoDAAC:

Add

Generator DoDAAC and Affiliated DRMO DoDAAC:

Generator→DRMO

Delete

Next

Done   Internet

Start | Inbox - Micr... | Manual outli... | Acrobat Re... | Screen print... | ETID - New...   3:20 PM

➤ **Screen 3**. *ETID-Print New User Request Form Screen.*

- To generate the ETID access request form that will be needed to be faxed**,** follow instructions on the screen for printing form

    o Click on the link to the right of "**Prepare to Print**". This will create the access request form that will appear in a .pdf format.

    o Print this form by either selecting the print icon on the toolbar or by selecting File, then "**Print**".

    o Hit "**ok**" at the bottom of the print page. The form will then print out.

➤ **Once form is printed, the user and user's supervisor must sign form in the appropriate space.**

- ❖ NOTE 1: The security portion of the ETID access request form (the portion that needs to be completed by the user's security office) <u>no longer needs to be completed</u> by users. A completed ETID access request form containing everything but the security portion must still be faxed to DRMS. The user's signature and user's supervisor's signature is <u>still required</u> on the form for issuance of the ID and password.

- ❖ NOTE 2: Local Nationals applying for ETID access <u>no longer need to provide</u> the Local National Certification of Completion of Police Check letter with their access request form. Local Nationals will complete the ETID access request form as described in NOTE 1

- ❖ NOTE 3: Contractors applying for ETID access <u>must</u> provide a completed DRMS Form 1986 in addition to the ETID access request form. Contractors do not have to complete the security portion on the ETID access request form because the security requirements are addressed on DRMS Form 1986.

**Fax Completed Form(s) to DRMS at
(COM) 269-961-4074 or
(DSN) 932-4074**

NOTE: If for some reason the system fails to print out an ETID Access Request Form, use the manual form provided in the appendix and fax this form to the above number.

ETID-Print New User Request Form Screen

File   Edit   View   Favorites   Tools   Help

Address https://drmsd2.drms.dla.mil/etid/NewUser

ETID - Print New User Request Forms

Prepare to Print: If U.S. citizen Access Request Form, if local national Access Request Form and letter, if Contractor Access Request Form and DRMS form 1986.

NOTICE - to successfully open and print the forms you need to request access to ETID follow these steps:

1. Click on the link to the right of "Prepare to Print:" above.

2. To print the ETID Access Request Form/Local National Letter/Form 1986 you must first have the Acrobat PDF Reader installed either on your machine or in your browser (see the download link below).

Once you have the reader installed, your browser may automatically bring up the document when you click on the link above. If not, then you must 1) click on the link above and save the file to your hard drive, and 2) open Acrobat Reader and then select file and open to open the file you saved.

Done   Internet

Start | Inbox - Micr... | Manual outli... | Acrobat Re... | Screen print... | ETID - Prin...   3:22 PM

New User (DRMS)

➢ DRMS personnel (both U.S. Citizen and local nationals) will use the AURA system to request access to ETID. Contact your TASO to request an AURA for ETID. Access requests should be submitted to AURA System.

- User ID and passwords will be provided to the user through their TASO.

Modifying User Profile Information

➢ ETID Generator Users can change their personal profile information (phone numbers, email addresses, etc.) and add/remove DoDAACs or DRMOs to fit their disposal/turn-in needs.

- Select **ETID Login** at "*ETID Welcome Page*"

- Entering ID and password in ETID-Login Page, select "**Login button**"

- At *ETID-Status* Screen, select "**Change Profile**"

- *ETID-User Profile Change Screen*. Make necessary changes to user profile information

- If user wishes to nullify changes, select "**Cancel**"

- If finished, select "**Save my Changes**"

- To modify (add or delete) a Generator DoDAAC-DRMO relationship, select "**EDIT DoDAAC profile**"

- To add or delete a relationship, Follow instructions on screen

- When information has been entered select "**Finished**"

Modifying User Profile Information Screens

ETID - Status - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Address https://drmsd2.drms.dla.mil/etid/

ETID - Status

Show ETID's: Created By Me   All Status Codes

Beginning Date: 09/25/2002   Ending Date: 10/25/2002

DoDAAC: All DoDAACs   Refresh

New ETID

Change Profile

Log Out

Select for Action	DTID	NSN	Qty	Description	Entry Date	Status
☐	N00259-2283- 0001	1095-000179701	8	BAYONET-KNIFE	10/10/2002 15:00 PM	PENDING
☐	N00259-2281- SK01	1005-004890369	1	STOCK,GUN,SHOULDER	10/08/2002 10:24 AM	PENDING
☐	N00259-2277- P004	1095-011460740	100	EXTENDER	10/04/2002 06:36 AM	PENDING
☐	N00259-2277- P003	1005-000562252	100	GUARD,HAND,GUN	10/04/2002 06:32 AM	PENDING
☐	N00259-2277- P002	1005-011484805	100	GRIP,RIFLE	10/04/2002 06:31 AM	PENDING

Done   Internet

Start   Inbox - Microsoft Outl...   Manual outline 1002.d...   ETID - Status - Micr...   Document1 - Microsoft...   9:21 AM

ETID-User Profile Change Screen

ETID - User Profile Change Form - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Address   https://drmsd2.drms.dla.mil/etid/

ETID - User Profile Change Form

NOTICE - to successfully complete the user profile change in ETID follow these steps:
1. View your current ETID profile information below and make any changes/additions that are necessary.
2. When you have completed step 1. select the 'save my changes' button at the bottom of the page. If no changes are required select the 'cancel' button at the bottom of the page.
3. If errors are found in the information you have provided please read the error messages and make the appropriate corrections. Follow steps above starting at 1.
4. If no errors are found your record will be saved to the ETID database and you may continue working in ETID.

Your First Name: Charlie   **Middle Initial:** E

Your Last Name: Brown

Your SSN / Local National ID: 777777

Your Company/Department/Organization/Agency Name: etid test agency

Time Zone where you work (UTC = Coordinated Universal Time):   EAT Eastern African Time UTC+3

Done   Internet

Start   Inbox - Microsof...   ETID   Manual outline 1...   Screen prints - n...   ETID - User Pr...   7:38 AM

Creating an ETID

➢ Users can create ETIDs by either selecting the "**New ETID**" button in the *ETID – Login Screen.*

➢ Users can also create a new ETID from the *ETID-Status* screen by selecting the "**New ETID**" button.

➢ Selecting the "**New-ETID**" button will take the user to the "**ETID – Initial Data Screen".**

➢ **Screen 1. *ETID – Initial Data Screen***

- *DTID
  o Create a turn-in document number by entering or selecting from the drop down the DoDAAC to be used;
  o Julian date is automatically provided;
  o Enter a unique serial number

- *Stock Number
  o In the first field, enter the 4 digit Federal Stock Class of the item
  o In the second field, enter the NIN or LSN NIIN
  o Third field is left blank.

- *Hazardous
  o At this time, no hazardous property may be turned-in through ETID, therefore this field should say "**No**"

  o "**Next**" will take user to "**New ETID – Data Screen"** or "**New ETID – FSC Confirmation Screen"**

ETID – Initial Data Screen

New ETID - Initial Data - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Address https://drmsd2.drms.dla.mil/etid/

New ETID - Initial Data

*DTID: N00259 ▼   2305

*Stock Number:

*Hazardous: No ▼

[Next]   [Cancel]

* denotes the field is mandatory

Property containing hazardous material/waste cannot be accepted through
ETID at this time.

Please ensure inert certifications are provided for property described
in DoD DEMIL Program Bulletin No. 99-005, Change to DoD 4160.21-M,
Chap. 4, Para. B3.   Refer to this DoD DEMIL website for further
information:

http://www.demil.osd.mil
Link to Safe Alert Latent Defect (SALD)

Done   Internet

Start   Inbox - Microsof...   ETID   Manual outline 1...   Screen prints - n...   New ETID - Ini...   7:57 AM

➢ **Screen 2.** *New ETID – FSC Confirmation" Screen.*

- The "New ETID – FSC Confirmation" screen will appear when a user enters a NSN and the Federal Supply Class has been changed in the Federal Logistic Information System (FLIS).

- The "Back" button returns to the "New ETID-Initial Data" screen.

- The "Next" button will go to the "New ETID – Data" screen.

- The "**Cancel**" button will end ETID preparation.

➢ **Screen 3.** *New-ETID Data Screen*

- If an NSN item is turned-in, populated data from the NSN-C database will appear.

- If LSN item is being turned in, no automatic data will appear and generator must add all required information.

- Add remaining required information in appropriate blocks using drop downs as provided.

- Use "**Tab Key**" to move from one field to the next

  ❖ "*" Denotes field is mandatory

  ❖ "*"Processing DRMO" field:

- If more than one DRMO has been identified in users DoDAAC - DRMO profile, select the processing DRMO from the list provided by the drop down button.

- "**Back**" - Selecting back will take user back to previous page ETID – Initial Data Screen

- "**Next**" – Will take user to ETID Confirm Screen

- "**Cancel**" – Will stop ETID process

New-ETID Data Screen

New ETID - Data - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Address   https://drmsd2.drms.dla.mil/etid/

New ETID - Data

*DTID: N00259- 2305- 0001   ***Stock Number:** 1095- 000179701

*Unit Price: 3.46   ***Quantity:**

Unit Weight: 1.1   **Unit Cube:** 0.093

* Unit of Issue: EA - Each   ***Item Nomenclature:** BAYONET-KNIFE

*Supply Condition: **Shelf Life:** 0 - Non-deteriorative

*Demilitarization: Q   **Shelf Life Ext. Date:**

Precious Metals: A - None   **Security/Pilerage Classification:** J - Pilferage

Reclamation: **ADPE ID:**

*Disposal Authority: ***Processing DRMO:** Choose

Hazardous: No

1348 Comment:

Back   Next   Cancel

* denotes the field is mandatory

Done   Internet

Start | Inbox - Microsof... | ETID | Manual outline 1... | Screen prints - n... | New ETID - Da... | 7:57 AM

➤ **Screen 4.** *NEW ETID – Critical FSC LSN Information Screen*

- The "*New ETID – Critical FSC LSN Information screen* will appear when entering a LSN, when a critical FSC, or one of the Buzz Words, has been identified by the ETID System. When a critical FSC or Buzz Word is entered, additional information is required before finalizing the ETID. The additional information includes the Manufacturer, Part Number, End Item Application and Justification Information. This information for critical FSC LSNs is mandatory.

- If any revisions are required, clicking on the "**Back**" button takes user back "New ETID – Initial Data" screen to make the necessary changes.

- If entered data is correct, click on the "**Next**" button.

- The "**Cancel**" button will cancel the transaction and return user to the "ETID Status" screen.

NEW ETID – Critical FSC LSN Information Screen

➢ **Screen 5.** *NEW ETID – Non-Critical FSC LSN Information Screen*

- This screen will appear when property being entered into ETID under a Local Stock Number (LSN) but does <u>not</u> contain a critical FSC or buzzword. <u>Entering this information for a non-critical FSC/buzzword is optional.</u> However, providing this additional information will give DRMS important additional information that will help manage its disposition.

- Click on the "**Back**" button to take user back to "New ETID – Initial Data" screen.

- When finished entering data or to by pass this page, click on the "**Next**" button.

- The "**Cancel**" button will cancel the transaction and return user to the "ETID Status" screen.

NEW ETID – Non-Critical FSC LSN Information Screen

➤ **Screen 6.** *ETID-Confirm Screen*

- Allows generator to review information contained in the ETID prior to submittal to DRMO.

- Generator will review for accuracy. NOTE: If all information is correct, hit 'next'

- "Back" – Will take user back to New- ETID Data Screen. Generator can then make any corrections necessary.

- "Save" – Selecting save will electronically send your ETID forward to DRMO. ETID will then appear on Generator's and DRMO's ETID-Status Screen. **NOTE: No further Edits can be made at this time**.

- " Cancel" – Will stop ETID process.

ETID-Confirm Screen

Managing ETID (Generator *ETID Status* Screen)

➢ At the **ETID Login Page** if the user selects "**Login**", the user will be taken to the **ETID Status Screen**:

➢ Provides an overview of the ETIDs created by a generator and submitted to a DRMO and allows the user to manage/sort this information in a variety of ways

➢ **Screen Features of Generator *ETID Status* Screen**

- **Show ETID's Drop Down Box.** (Available only on ETID generator screen)

  o Provides the capability to see all ETIDs created by a specific user or will allow a user to see all ETIDs created by others (under the same DoDAAC) when used in conjunction with the DoDAAC drop down.

- **Status Code Box Drop Down**

  o This box allows the user to sort by one of the options provided in the drop down menu and view all ETIDs based on the selection made.

    Pending - ETID has been submitted but has not been approved by DRMO yet.

    Rejected by DRMO - DRMO has rejected back to generator. Generators can edit and then resubmit or delete ETID.

    Approved by DRMO - DRMO has reviewed ETID and has approved it for turn-in. DRMO and Generator can now schedule turn-in.

    Redirected to Another DRMO - DRMO has redirected ETID to another DRMO. When DRMO decides to redirect an ETID it is set to Pending/ Redirected or Approved/Redirected in order to clarify the status to the user and flag the ETID as being redirected.

    Shipped - (Optional) Used by generator so that they can keep track of ETIDs that they have shipped to the DRMO.

    All Status Codes – This will list all ETIDs in all Status Codes.

- **Sort by Date Range Beginning Date and Ending Date –.**

    o Enter dates that you would like to use to view ETIDs created during a date range.

- **DoDAAC**

    o Allows a generator user to view ETIDs created under one specific DoDAAC or for all DoDAACs in the user's profile.

- **Refresh Button**

    o Retrieves ETID data from the database based on selection made

    NOTE: For all changes made for viewing ETIDs in the *ETID Status* Screen, the user must select "**Refresh"** in order to see the changes being requested.

- **New ETID Button**:

    o Used to create a new ETID

- **Change Profile Button**:

    o Selecting this will take user to pages to update any personal information or to make changes to their DoDACC-DRMO turn-in relationship (add or delete DoDAACs or DRMOs).

- **Log Out Button**:

    o Use this to exit the ETID program

- **Select for Action Column**.

  o This column can be used to select more than one ETID for printing.

- **Print Selected ETIDs Button**.

  o After selecting ETIDs, clicking on this button will start the printing process.

Generator ETID Status Screen

Managing ETID (DRMO *ETID Status* Screen)

➢ At the "***ETID Login Screen***" if the user selects "**Login**", the user will be taken to the ***ETID Status Page***:

➢ The ***ETID Status Screen*** provides an overview of the ETIDs created by generators and received by a DRMO and allows the user to manage/sort this information in a variety of ways.

➢ **Screen Features for DRMO *ETID-Status* Screen**

   Note: DRMOs do have access to the screens in ETID that have been developed for creating an ETID.

   • **Status Code Box Drop Down**

      o This box allows the user to sort ETIDs by one of the options provided in the drop down menu and view ETIDs based on the selection made.

         Pending - ETID has been submitted but has not been approved by DRMO yet.

         Rejected back to Generator - DRMO has rejected ETID back to generator. Generators can edit and then resubmit or delete ETID.

         Approved - DRMO has reviewed ETID and has approved it for turn-in. DRMO and Generator can now schedule turn-in.

         Redirected from Another DRMO - DRMO has received an ETID that has been redirected to them by another DRMO. ETID status will appear as Pending/Redirected or Approved/ Redirected (when approved by DRMO) to emphasize the fact that the ETID has been redirected.

         Processed into DAISY - (Optional) Used for DRMO's benefit so that they can keep track of ETIDs that they have processed into DAISY.

         All Status Codes – This will list all ETIDs in all Status Codes.

- **Sort by Date Range Beginning Date and Ending Date –.**

    o Enter dates that you would like to use to view ETIDs created during a date range.

    o **Sort** Provides sort capability by range

- **DoDAAC**

    o Allows a user to view ETIDs generated under a certain DoDAAC from their user profile or allows the users to view ETIDs generated all DoDAACs in the profile.

- **Refresh Button**:

    o Retrieves ETID data from the database

    NOTE: For all changes made for viewing ETIDs in the screen, the user must select refresh in order to see the changes being requested.

- **Log Out Button**:

    o Use this to 'exit' the ETID program

- **To View an ETID:**

    o Click on the '**DTID**' for any ETID to view.

- **Select for Action Column**.

    o This column can be used to select more than one ETID for reviewing or printing.

- **Review Selected ETIDs button**.

    o After selecting ETIDs to be reviewed, clicking on this button will start the review process.

- **Print Selected ETIDs butto**n.

    o After selecting ETIDs to be printed, clicking on this button will start the printing process.

DRMO ETID Status Screen

ETID - Status - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Address https://drmsd2.drms.dla.mil/etid/

ETID - Status

Pending

Beginning Date: 09/28/2002   Ending Date: 10/28/2002   Log Out

DoDAAC: All DoDAACs   Refresh

Select for Action	DTID	NSN	Qty	Description	Entry Date	Status
☑	MMF100- 2301-4545	1095-000179701	21212	BAYONET-KNIFE	10/28/2002 13:49 PM	PENDING
☑	MMF100- 2298-3454	1095-000179701	12222	BAYONET-KNIFE	10/25/2002 12:19 PM	PENDING
☑	MMF100- 2298-3453	1095-000179701	900	BAYONET-KNIFE	10/25/2002 12:16 PM	PENDING
☑	All ETID's on this page					
☑	All ETID's on all pages					

Internet

Start | Inbox - Microsoft Outlook | Screen prints - new versi... | ETID - Status - Micros...   3:11 PM

DRMO ETID Review

➢ To review an incoming ETID or several ETIDs, go to the *ETID-Status Screen*.

- At the Status Code Drop Down Box, select either "Pending" or "Redirected from another DRMO".

- Enter the Beginning Date and the Ending Date for the period of time desired.

- Select from the DoDAAC Drop Down Box, the DoDAAC desired, or select "All DoDAACs" (if you want to view all pending or redirected ETIDs from all generators using ETID).

- Select "**Refresh**". When the **Refresh button** is selected, it will retrieve all ETIDs that meet the status code, time period, and DoDAAC(s) that were selected and show them in the *ETID Status Screen*.

➢ To review an ETID or several ETIDs in succession, click the **"Select For Action"** Box (left column) in the *ETID Status Screen* for each ETID to be reviewed.

➢ Click on the **"Review Selected ETIDs"** button located at the bottom of the *ETID Status screen.*

- This will bring up the **"*ETID – DRMO Review Pending*"** *Screen* where the ETID record can be reviewed. Based on the DRMO's review, the user will then go to the bottom of the screen and select one of the following buttons:

  o **Accept** – To approve an ETID
  o **Reject** – To reject back to the generator an incorrect ETID.
  o **Redirect** – To redirect an ETID to another DRMO. *** See Business Rules**
  o **Back to List Page** – This will take the user back to the ETID Status Screen

➢ Another way to review an ETID is to click on the **DTID** (2nd column). This will pull up the ETID (*ETID View Screen*). Then Click on the **"Review" button** at the bottom of the screen to review the ETID. This will bring up the "*ETID-DRMO Review Pending*" Screen

ETID – DRMO Review Pending Screen

ETID - DRMO Review Pending - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Address https://drmsd2.drms.dla.mil/etid/

ETID - DRMO Review Pending

Currently Viewing record 1 out of 1 selected for review that are still in pending status.

Point of Contact:

Name: Fenneuff, Melanie S   **Email:** mfenn@mail.mil
DSN Phone: 932-4017   **Commercial Phone:** 011-123-616-961-4017
DSN FAX: 932-1234   **Commercial FAX:** 011-123-616-961-1234

DTID: MMF100- 2301- 4545   **Stock Number:** 1095- 000179701
Quantity: 21212   **Hazardous:** No
Unit Price: 3.46   **Total Price:** 73,393.52
Unit Weight: 1.1   **Total Weight:** 23,333.2
Unit Cube: 0.093   **Total Cube:** 1,972.716
Unit of Issue: EA - Each   **Item Nomenclature:** BAYONET-KNIFE
Supply Condition: G - Unserviceable - incomplete   **Shelf Life:** 0 - Non-deteriorative
Demilitarization: Q - Commerce Control List   **Shelf Life Ext. Date:**
Precious Metals: A - None   **Security/Pilerage Classification:** J - Pilferage
Reclamation: No   **ADPE ID:**
Disposal F - Federal   **Processing DRMO:** SH510C DRMO

Done   Internet

Start | Inbox - Microsoft Outlook | Screen prints - new versi... | ETID – DRMO Review P... | 3:12 PM

ETID – DRMO Review Pending Screen

File   Edit   View   Favorites   Tools   Help

Address https://drmsd2.drms.dla.mil/etid/   Go

Name: Ponnoan, Melanie G   **Email:** mronn@man.mil
DSN Phone: 932-4017   **Commercial Phone:** 011-123-616-961-4017
DSN FAX: 932-1234   **Commercial FAX:** 011-123-616-961-1234

DTID: MMF100- 2301- 4545   **Stock Number:** 1095- 000179701
Quantity: 21212   **Hazardous:** No
Unit Price: 3.46   **Total Price:** 73,393.52
Unit Weight: 1.1   **Total Weight:** 23,333.2
Unit Cube: 0.093   **Total Cube:** 1,972.716
Unit of Issue: EA - Each   **Item Nomenclature:** BAYONET-KNIFE
Supply Condition: G - Unserviceable -   **Shelf Life:** 0 - Non-deteriorative
incomplete
Demilitarization: Q - Commerce Control List   **Shelf Life Ext. Date:**
Precious Metals: A - None   **Security/Pilerage Classification:** J - Pilferage
Reclamation: No   **ADPE ID:**
Disposal Authority: F - Federal   **Processing DRMO:** SH510C DRMO HAWAII
1348 Comment:
Status Code: PENDING

[Back To List Page]   [Accept]   [Reject]   [Redirect]

Done   Internet

Start | Inbox - Microsoft Outlook | Screen prints - new versi... | ETID – DRMO Review P...   3:12 PM

Approving an ETID

➢ Review ETID information. (See DRMO ETID Review). Check for completeness and correctness of the ETID information.

➢ If all information is correct and the DRMO determines to accept the item(s) in the ETID, click on the "**Accept**" button at the bottom of the *ETID-DRMO Review Pending*" Screen. This will take the user to the *ETID - Confirm Accept Screen*.

➢ At the *ETID - Confirm Accept Screen*, the DRMO will be asked to re-confirm approval. Click on "**Accept ETID**" at the bottom of the screen for final approval of the ETID. This will change the status of the ETID to "Approved". The DRMO can then coordinate with the generator to schedule turn-in.

➢ The DRMO will coordinate turn-in with the generator by using the email link provided at the top right of the ETID View Screen or by telephoning the generator (phone number available at top left of ETID View screen)

ETID - Confirm Accept Screen

Rejecting an ETID

➢ If after review of an ETID in pending status, a DRMO user determines that the ETID must be rejected, click on the "**Reject**" button at the bottom of the *ETID-DRMO Review Pending Screen*. This will take the user to the *ETID – Confirm Reject Screen*.

- At the *ETID – Confirm Reject Screen,* the DRMO user will complete the bottom portion by selecting one or more of the reject reasons, or selecting "other" and providing a narrative explanation of the reject.

- To send the ETID back to the generator with the reject information, click on "**Send Back to Generator"** button.

- To cancel reject. Click on "**Cancel**".

➢ If a DRMO must reject property previously approved through ETID, use DRMS Form 917, Disposal Turn-In Document Reject Form and process the CLR transaction.

ETID – Confirm Reject Screen

Redirecting an ETID

➤ At this time, the policies and procedures associated with redirecting property have not been fully developed. Therefore, in the interim, use of the redirect capability in ETID will be used only after coordination with the generator and receiving DRMO. The generator must be willing to ship/turn-in property to a redirected DRMO location.

➤ If after review of an ETID and coordination a DRMO user determines that the ETID should be redirected to another DRMO, click on the "**Redirect**" button at the bottom of the *ETID-DRMO Review Pending Screen*. This will take the user to the *ETID – Confirm Redirect Screen*.

➤ At the *ETID – Confirm Redirect Screen,* the DRMO user will complete the bottom portion by entering the new processing DRMO DoDAAC in the field provided.

- Click on "**DRMO DODAAC (Click here to view list of DRMOs)** to get a listing of DRMO DoDAACs.

➤ Enter reason for redirect in space provided. Also enter POC and phone number (if known) of the redirected to DRMO.

➤ To send the ETID to the new DRMO, click on "**Send to New DRMO"** button.

- The redirected ETID will show up on the generator's and new DRMO's ETID Status Screen as "Pending/Redirected".

➤ To cancel redirect. Click on "**Cancel**".

ETID - DRMO Confirm - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Address https://drmsd2.drms.dla.mil/etid/

Incomplete

Demilitarization: Q - Commerce Control List

Precious Metals: A - None

Reclamation: No

Disposal Authority: F - Federal

Inv Labels to Print: 1

1348 Comment:

Status Code: REDIRECT

Shelf Life Ext. Date:

Security/Pilerage Classification: J - Pilferage

ADPE ID:

Processing DRMO: SH510C DRMO HAWAII

Enter new Processing DRMO DoDAAC (click here to view list of DRMOs):

Enter Reason for Redirect:

Cancel   Send to new DRMO

Done   Internet

Start | Inbox - Microsoft Outlook | Screen prints - new versi... | ETID - DRMO Confirm -...   3:14 PM

Editing/Deleting ETIDs

➢ (Generators Only) May edit or delete an ETID when it is in "Pending", "Pending/Redirected", or "Rejected" status.

➢ An ETID <u>cannot be edited</u> after it has been approved by a DRMO.

➢ An ETID <u>cannot be deleted</u> after it has been approved by a DRMO.

➢ **To Edit an ETID**:

- Click on the **DTID** (2nd column) of the ETID in the *ETID Status Screen*. This will pull up the ETID (*ETID View Screen*).

- Click on the **"Edit" button** at the bottom of the *ETID View Screen* to edit the ETID.

- This will bring up the ETID screens where changes can be made. Select "**Next**" to go to the next screen or "**back**" to go to the previous screen.

- Select "**Save**" to save edits.

- Select "**Cancel**" to cancel any edits or changes made.

- Select "**Back**" to go back to any previous pages to make further edits.

To Delete an ETID:

- Generators can only delete. DRMOs will acknowledge delete. Once DRMO acknowledges deletion, the ETID will no longer appear on list. Generators can delete previously saved ETID in rejected status

- Click on the **DTID** (2nd column) of the ETID in the *ETID Status Screen* of the ETID to be deleted. This will pull up the ETID (*ETID View Screen*).

- Click on the **"Delete" button** at the bottom of the *ETID View Screen* to delete the ETID.

- An acknowledge delete screen will appear; selecting the delete button will permanently delete the ETID.

- Select "**Cancel**" if you no longer wish to delete the ETID.

ETID View Screen

Printing DD Form 1348-1a, Certifications, Labels, and Shipping Manifests

➢ To print the DD Form 1348-1A, Certifications, and Shipping Manifests or Labels, Adobe Acrobat PDF reader must be installed on the user's computer.

- To load Acrobat Reader, click on the download link {Insert Link} at the bottom of the ETID print page. Once you have Acrobat Reader open, select "Print" from the file menu to print the forms.

➢ The **"ETID Print" screen** allows the user to print ETIDs, certifications, labels, and shipping manifests.

- The "*ETID-Print*" *screen* can be accessed from the "*ETID-View*" *screen* or the "*ETID Status*" *screen*.

  o To print from the "*ETID–View*" *Screen*, click on "**Print**" at the bottom of the screen.

  o To print from the "*ETID-Status*" *Screen*, click box in "**Select for Action**" column and then click on "**Print Selected ETIDs**" button at bottom of screen.
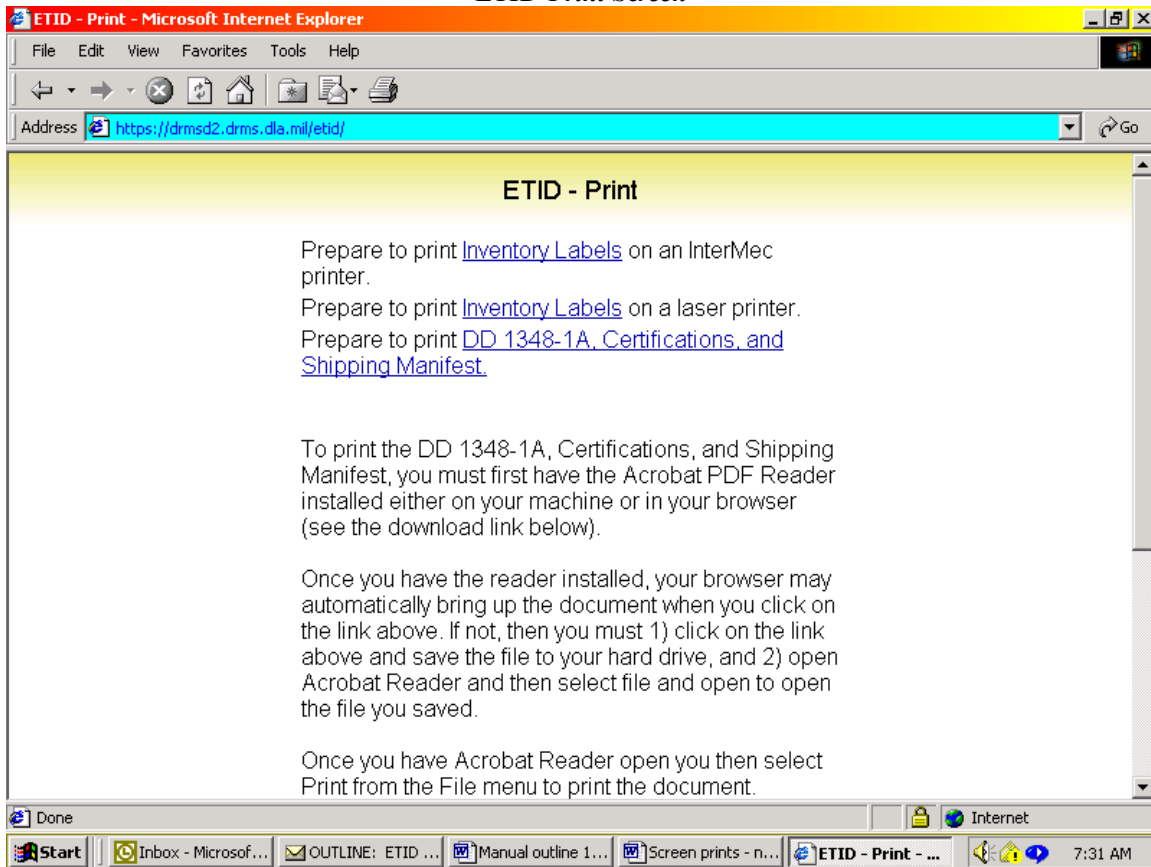
> To print **DD 1348-1a, Certifications, and Shipping Manifests** from the *ETID-Print* Screen:

- Select the link **"DD 1348-1A, Certifications and Shipping Manifest"** from the **"ETID-Print"** Screen.

- This will take the user to the "***ETID-Form 1348-1a and Associated Certification***" **screen.**

  o To print a 1348-1a, click on the "**Print 1348-1a**" box
  o To print a shipping manifest, click on the "**Include on Manifest**" box
  o To print a certification, Click on the box to the left of the certification required. More than one certification can be selected.
  o When finished selecting what will be printed, click on "**Print PDF**" button at bottom of screen.

- To download and print the PDF version of the requested Form 1348-1a and associated certifications, click on "**Download Certifications**"

- Once you have Acrobat Reader open, and the document you wish to print appears, select Print from the File menu. The capability to print multiple copies is provided in Adobe's print menu (similar to MS Word)

   Note: If several ETIDs have been selected for printing from the ETID-Status Screen, the above procedure must be followed for each ETID.

- Click to return to "**Back to Print Page"** or "**Back to ETID List Page**" to exit the printing process.
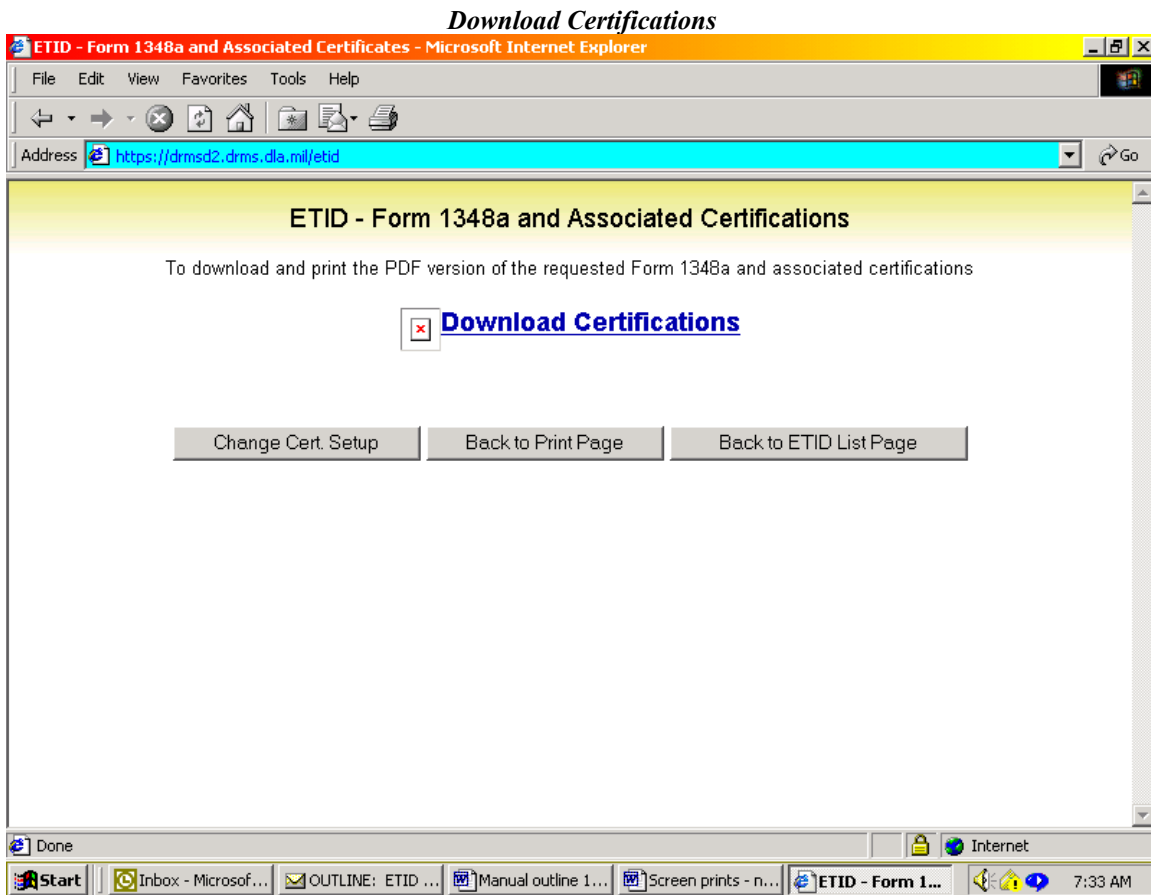
ETID-Form 1348-1a and Associated Certification Screen.

> ➢ To print **Labels**

- The ETID program is designed to print labels only from either an Intermec brand printer or from a laser printer.

    NOTE: When using a laser printer, label printing works with label sheet template 5163, which contains 10 labels on a 8 ½" by 11" sheet consisting of 2 columns with 5 rows each.

- From the "*ETID-Print*" *Screen*, click on **"Inventory Labels"** based on whether you will print labels from an InterMec printer or a laser printer. This will take the user to the "*ETID-Print Inventory Labels*" *screens*.

- Follow the instructions on the "*ETID-Print Inventory Labels*" *screens*. These instructions are tailored depending on the user's selection of the type of labels to be used.

    Note 1: Each item or group of items shipped to a DRMO must be accompanied by a DD Form 1348-1A and attached to the first item and/or

pallet of the shipment. If barcode labels are being used, the appropriate number of barcode inventory labels must be applied to individual items. For example, if you are disposing of 1 EA, GENERATOR SET, GAS TURBINE ENGINE, NSN 6115-01-123-7589, a disposal turn-in document (DTID), DD Form 1348-1A, must be prepared for the item. If 15 tents are being turned-in with the same NSN, print one DD 1348-1A and 15 barcode labels. Affix the labels to each tent.

Note 2: For any property turned-in to DRMS it is mandatory that the DTID be affixed to the item.

ETID-Print Inventory Labels Laser Printer Screen

ETID - Print Inventory Labels

Please set the number of labels to print for each DTID:

Number of Labels to Print for DTID N0025923010001 `1`

Then select the initial position for the first label:

1 6

2 7

3 8

4 9

5 10

Note: Label printing works with label sheet template 5163, which contains 10 labels on an 8 1/2" by 11" sheet consisting of 2 columns with 5 rows each.

Select the position of the first label by clicking on the chart on the left. The labels are positioned in increasing numerical order starting with the position you select. For a new sheet click on position "1".

Note: Some labels are not suited for being run through the printer more than one time. Please read your printer and label documentation before running labels through a second time in order to avoid costly printer repairs.

Selecting the "Get Labels" will provide a pdf with the labels starting at the "1" position.

ETID - Print Inventory Labels - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Address https://drmsd2.drms.dla.mil/etid?_target_page=label

ETID - Print Inventory Labels

Please set the number of labels to print for each DTID:

Number of Labels to Print for DTID N0025923010001

1

Then please select your InterMec Printer COM Port:

COM Port: COM3

Get Labels   Back to Print Page

INSTRUCTIONS

First select your InterMec Printer COM Port and press
the Get Labels button. Once you select a port, a label
script file is generated called printlbl.bat. You must run
this script on your computer to print the labels.

To run the script from Internet Explorer: Click on the

Done   Internet

Start | Inbox - Microsof... | OUTLINE: ETID ... | Manual outline 1... | Screen prints - n... | ETID – Print In...   8:19 AM

ETID - Print Inventory Labels - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://drmsd2.drms.dla.mil/etid

ETID - Print Inventory Labels

To print labels with an Intermec printer connected
to COM3, run the script printlbl.bat.

| Change Label Setup | Back to Print Page |

INSTRUCTIONS

First select your InterMec Printer COM Port and press
the Get Labels button. Once you select a port, a label
script file is generated called printlbl.bat. You must run
this script on your computer to print the labels.

To run the script from Internet Explorer: Click on the
printlbl.bat link, select the "Run this program from its
current location", and then OK, and the labels will print.

To run the script using Netscape: Click on the
printlbl.bat link, an InterMec Printer Script will appear
in your browser. Select File and Save from the menu
bar in Netscape to save the script to your hard drive.

Done   Internet

Start | Inbox - Microsof... | OUTLINE: ETID ... | Manual outline 1... | Screen prints - n... | ETID - Print In...   8:20 AM

Managing ETIDs after they have been turned-in by the generator or received by the DRMO.

➢ To process property (DRMOs):

- When property is received, process receipt documents (XR1/XR3) by scanning the barcode on the label or DTID. This will populate the XR1/XR3 screen with PMR and NSN/LSN data. Finish receipt into DAISY as necessary.

   Note: for some special handling items, i.e., DEMIL, declassified, AEDA/inert, batchlots, reimbursable property, etc., generator must still provide required certifications.

➢ The ETID program contains status flags that can be used to help keep track of ETIDs that have been turned-in by the generator or received by the DRMO.

- **Shipped (for Generators).** After an ETID has been approved by the DRMO and turned-in by the generator, the generator can go into the ***ETID-View screen*** and by clicking on the "**ETID has been Shipped** button" at the bottom of the screen, flag that ETID as being "shipped". This will allow the generator to keep track of which ETIDs have been turned-in.

- **Processed into DAISY (for DRMOs).**   After an ETID has been approved by the DRMO, turned-in by the generator, and then processed into DAISY, the DRMO can go into the ***ETID-View screen*** and by clicking on the "**ETID has been Processed** button" at the bottom of the screen, flag that ETID as being "processed into DAISY". This will allow the DRMO to keep track of which ETIDs have been processed and those that still remain to be received.

Certifications

➢ A total of thirteen certifications are eligible to be printed through ETID.

➢ When the user chooses to print an ETID (see Printing 1348-1a, Certifications, Labels, and Shipping Manifests for more information), the user will be taken to the "***ETID-Form 1348-1a and Associated Certification***" screen regardless of whether a certification is required, DEMIL code, FSC, etc.

   • The ***ETID-Form 1348-1a and Associated Certification***" screen includes a menu type list of all certifications that the user can select.

   • Click on the box to the left of each certification that is needed. At this time, the selection of the certification is based on user knowledge of the property. Programming logic for automatically determining certification defaults has been deferred.

➢ To view the certification, click on the name of the certification (left column)

➢ A link has been provided to view the reference pertaining to the certification, To go to the reference, click on the reference link (right column)

➢ To print the certification, follow the instructions for "Printing 1348-1a, Certifications, Labels, and Shipping Manifests". (Click on '**Print PDF**' and then click on "**Download Certifications**").

➢ Click to return to "**Back to Print Page"** or "**Back to ETID List Page**" to exit the certifications page.

➢ The 13 certifications include:

   • DEMIL Required Certification
   • Inert Certification for Small Arms Weapons and Related Parts
   • Inert Certification for All Other Property *(AEDA, AEDA residue, ECP, MPPEH)*
   • Classified Property Certification (Declassification Certification)
   • Metalworking Machine Certification
   • Mutilation Required Property Certification *(Defective Property)*
   • Subsistence Property Certification (Unfit Semi-Perishable) (Class 2)
   • Subsistence Property Certification (Unfit Semi-Perishable) (Class 3)
   • Flight Safety Critical Aircraft Parts (FSCAP) Certification
   • Radioactive Property Certification
   • CPU Hard Drive Certification
   • Batch Lot Certification
   • Refrigerant Removal Certification

Changing Passwords

- ➢ **Passwords are good for 90 days**.

- ➢ Users who exceed a 90-day time period between turn-ins through ETID must change their password before they can use ETID.

- ➢ If your password is over 90-days old, you will be notified to change your password during login.

- ➢ At the "*ETID-Login*" Screen, click on '**Change Password'** to change a user password

- ➢ User accounts that are not accessed within one year will be removed from the system and users will have to re-apply.

- ➢ Generators who have had their password revoked, or may have forgotten their password or need a password re-set, and/or are experiencing a problem with their password should contact the DRMS help desk at **(COMM) 269-961-499**9 or **(DSN) 932-4999**.

- ➢ DRMS employees should work with their TASO on any password problems

Appendix

ETID ACCESS REQUEST (Manual Form)

Name of Department/Agency/Organization/Company   _____
Users Name   _____
Work Mailing Address   _____
    _____
    _____

Last six (6) digits of user's social security number   _____
Work Phone Number (commercial)   _____
Work Phone (DSN)   _____
Email Address   _____
Fax Number (DSN and commercial)   _____
System Application   ETID Program
Justification   To prepare Electronic
    Disposal Turn-In Document
    (DD Form 1348-1a)

Previously assigned DLA login identifiers or   _____
Their own service user ID login   _____
Provide any other level of clearances for classified
Federal Government Information you have   _____
Users Supervisor Phone Number (commercial)   _____
Users Supervisor Phone (DSN)   _____
Users Supervisor Email   _____

DoDAAC _____ > > > > Turn-in DRMO _____
DoDAAC _____ > > > > Turn-in DRMO _____
DoDAAC _____ > > > > Turn-in DRMO _____

Users Signature/Title   _____
Users Supervisor Signature/Title   _____

To complete the Request for ETID Access this form must be Faxed to the following number: (616) 961-4074 DRMS-HQ, Battle Creek, Mi.

NOTICE to User: After ETID Access is granted and the system is not accessed for six (6) months, the user's userid and password will be suspended. The user must contact DRMS-HQ to reactivate a suspended user login. If the ETID system is not accessed for one (1) year, the user's ETID account will be removed from the system.

CONTRACTOR COMPUTER ACCESS REQUEST
(Prescribing Authority: DRMS-D 5200.2)

SECTION I   *(To be completed by the Contracting Officer's Representative (COR)*

A: COR DATA

1. NAME	2. ADDRESS	3. PHONE

4. OFFICE SYMBOL	5. E-MAIL	B: CONTRACT TITLE AND NUMBER

C: REQUEST IS TO

☐ ADD A NEW CONTRACTOR   ☐ PROVIDE A NEW RESOURCE ACCESS FOR AN ESTABLISHED CONTRACTOR   ☐ CHANGE CONTRACTOR'S CURRENT ACCESS PRIVILEGES

☐ CHANGE CONTRACTOR PERSONNEL DATA   ☐ DELETE A SPECIFIC ACCESS OR PRIVILEGE   ☐ DELETE ALL THE CONTRACTOR'S ACCESSES AND PRIVILEGES

D: INDIVIDUAL CONTRACTOR INFORMATION   1. CONTRACTOR'S NAME

2. COMPANY NAME AND ADDRESS

3. CONTRACTOR'S POSITION TITLE

4. CONTRACTOR'S BIRTH DATE	5. LAST 6 DIGITS CONTRACTOR'S SOCIAL SECURITY NUMBER

6. ENTER LOGON IDENTIFIER (IF PREVIOUSLY ASSIGNED BY DLA)

7. IF PREVIOUSLYASSIGNED ID, IS ID STILL IN USE OR ACTIVE?   ☐ YES   ☐ NO

8. CONTRACTOR ACCESSES (LIST SYSTEMS, APPLICATIONS, DATA AND OTHER RESOURCES	PRIVILEGES NEEDED (READ, ALTER, ETC.)

E: COR CERTIFICATION

IF THIS REQUEST IS AN ADD ACTION OR A CHANGE TO ACCESS PRIVILEGES, I CERTIFY THAT I HAVE REVIEWED THE SECURITY CLAUSE OF THE CONTRACT IDENTIFIED ABOVE AND THAT THE COMPUTER ACCESSES ARE NEEDED IN THE PERFORMANCE OF THE CONTRACTUAL DUTIES.

COR SIGNATURE   DATE

SECTION II   *(To be completed by the Personnel Security Specialist)*

I HAVE PERFORMED A REVIEW CONCERNING THE NAMED INDIVIDUAL (LINE D), AND MY FINDINGS ARE AS FOLLOWS:

☐ THE INDIVIDUAL HAS HAD A FAVORABLY ADJUDICATED INVESTIGATION

☐ AN UNFAVORABLE ADJUDICATION IS ON RECORD

☐ NO INFORMATION IS AVAILABLE INDICATING THE PERSON HAS HAD AN INVESTIGATION. IF INFORMATION IS NOT AVAILABLE, A BACKGROUND CHECK WILL BE INITIATED.   ☐ YES   ☐ NO   (NOTE: IF "NO" BOX IS CHECKED, ATTACH EXPLANATION TO THIS FORM)

PERSONNEL SECURITY SPECIALIST SIGNATURE	DATE